

Dear all,

You will definitely have noticed that we are now also part of PULS. While this might be a blessing for some, it doesn't necessarily do the trick of keeping track of all your grades. As the Master of Anglophone Modernities and Cultures includes quite a number of so-called "Portfolioprüfungen" (exams which consist of more than one part), it is more important than ever that you use our "Leistungsübersicht" (our form to record all your grades which you find at <http://www.uni-potsdam.de/de/anglistik/studium/formulare.html>) and have your instructors sign and stamp your grade in the appropriate space provided.

To make life a bit easier for you, we will explain what you have to do for every single module.

### **Module EAM**

You have to register for the Introduction to Anglophone Modernities via PULS at the beginning of the semester but then you can forget about this module because your grade will automatically appear in PULS after you have passed the final written exam.

### **Module LKM/LM/KM**

These modules are a bit more complicated. You have to take part in two seminars for each module (2 in LKM, 2 in LM, 2 in KM). When you register at the beginning of the semester, please make sure that you do so for the right module because it is nearly impossible to switch to another module once you are enrolled. It is also important not to take more than two seminars in each module because they cannot and will not be entered into PULS.

Unfortunately, PULS will only show whether you have passed the seminar or not (benotet/unbenotet) so you will have to keep track of the grade yourself. This works as follows:

In each of the two courses, you will be asked to submit a short written paper (1000 words) during the course and to write a long term paper (5000 words) usually after the course. You must ensure that the lecturers who grade these four papers enter them into your "Leistungsübersicht" and sign them off. Please hand in a copy of the "Leistungsübersicht" for the course at the end of the semester AND whenever you hand in a module paper, and remember to pick up the signed form once your paper has been graded. It is fine to work with several copies of the form – just make sure that you collect them all and keep track of your progress.

When you have collected all four grades that are needed to complete a module (and only then!), you will register for the "Portfolioprüfung" (if the registration in PULS requires that you choose a person to register with, please choose Anke Bartels). You will then present

your "Leistungsübersicht" for this module to Anke Bartels. She will confirm your exam registration in PULS, and enter the mean grade (long term papers count twice as much as short papers) into the PULS system. The "Portfolioprüfungen" for the different modules can (and most probably will), of course, take place in different semesters.

### **Module SÜ**

For the modul SÜ, the procedure is slightly different. You register for all four courses on PULS and after the end of the semester PULS will show whether you have passed or not. The individual grades will only make an appearance on your personal "Leistungsübersicht" once you have collected them, so please don't forget to do so! After you have finished your fourth course (and only then), you will have to register for the "Portfolioprüfung" in "Sprachpraxis". Please let Anke Bartels know that you have finished the fourth course and have registered so that she can admit you and enter the final grade for the "Portfolioprüfung".

### **Module P**

Please register for this module once you hand in the report about your work experience. Lars Eckstein will sign your "Leistungsübersicht" and enter "erbracht" (done) in PULS.

### **Module IFA**

Please register for this module once you hand your written paper in. You will be admitted and Dirk Wiemann will enter the grade once he has finished reading your paper. You don't need to do anything more about this module.

### **Module FK**

The module which contains the research seminars works similar to the language practice module. You register for all three seminars individually on PULS and PULS will tell you whether you have passed or not. The actual grades are for you to collect on your "Leistungsübersicht". After you have finished the third seminar, you will have to register for the "Portfolioprüfung" (if the registration in PULS requires that you choose a person to register with, please choose Anke Bartels) and tell Anke Bartels who will admit you. The grade will then be entered by means of determining it from the assembled grades in your "Leistungsübersicht".

**General remark:** If you are finding it hard to keep track of the courses you registered for or have already taken, or if you are not sure whether you still need a certain course type,

please check the exam numbers ("Prüfungsnummern") for each class type on your "Leistungsübersicht." They match the "Prüfungsnummern" that you see in the PULS-list of seminars you have taken ("PULS-Notenübersicht"). When registering for a new class on PULS, this number should also appear once you have clicked on the class you are planning to take. If you have trouble locating this information, please feel free to speak to Mathias Marschke at the Prüfungsamt, who can explain this to you in more detail.

For the summer semester, you need to have your class registration via PULS completed latest by May 20<sup>th</sup>. Please contact Anke Bartels, Lars Eckstein or Nicole Waller immediately if you haven't managed to complete your registration by this date.

If you have any questions, don't hesitate to ask. Best of luck!